

SUBJECT: EOP – Request for Information on Natural Resources  
Conservation Service (NRCS) Program Applicants,  
Recipients, and Board Membership

TO: Regional Conservationists  
State Conservationists  
Directors of the Pacific Basin and Caribbean Areas  
Directors, Centers and Institutes  
NHQ Division and Directors and Above

File Code: 230

**ACTION REQUIRED BY: MARCH 31, 2004**

The Natural Resources Conservation Service State program participation data for fiscal year (FY) 2003 is to be entered in the new Performance Results System (PRS) for each of the financial assistance conservation programs. Collection of the FY 2003 data was delayed until now because of the increased workload at the field offices required to implement the FY 2002 Farm Bill programs.

Data will be stored in PRS to reflect current membership by race, gender, ethnicity, and disability, for the Conservation District Boards, the Resource Conservation and Development Councils, and the State Technical Committees. The Performance Results Measurement System 2003 reports are still available for use as a reference.

PRS is available through the Integrated Accountability System Web site at <http://ias.nrcs.usda.gov>. Instructions for entering Participation Data and Board membership data are attached. Additional instructions for using PRS and the Affiliates application are available on the respective Web sites.

If you have any questions, please contact Arthur Horton, Policy Branch Chief, Civil Rights Division, at (301) 504-2308.

/s/ Thomas A. Weber, Acting

BRUCE I. KNIGHT  
Chief

Attachment

FINAL:NRCS:OOC:CRD:ARTHURHORTON:cm:504-2184:02/10/04:LM-04-29  
DRAFT:NRCS:AHORTON:fc:504-2184:2/4/04:rsnod data call letter

## About PRS Program Participation

PRS allows you to demographic data for Farmbill programs for reporting purposes. These programs include:

- EQIP
- EQIP-GSWC
- EQIP-KLAMATH
- WF-08
- WHIP
- WRP

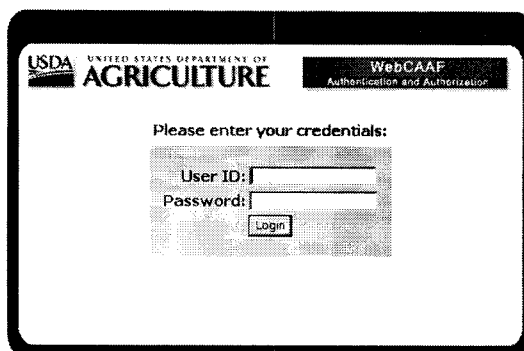
To do this, you enter information directly into a PRS data entry screen, accessible through the PRS Data Entry menu tab. Within the data entry screen, you can enter numbers of applicants and participants and dollars of contracts applied for and dollars received. This information is by program and by State. Information is not collected on an individual customer- or individual contract-basis, nor on a county basis.

NRCS reports Farmbill 2002 program participation demographics to Congress and others. All participants (contracts) and applications need to be counted. Therefore, use the primary operator definition in the PRMS business definitions for defining demographic information for business and group customer program participation.

Data entered in Program Participation Summary does not require the service date match the program year. Program year is the important data element.

## Login to PRS

You must have a valid WebCAAF account in order to access the PRS data screens. Depending upon how you enter the PRS system, you may be presented with the WebCAAF Authentication and Authorization screen. Enter your User ID and Password to continue.

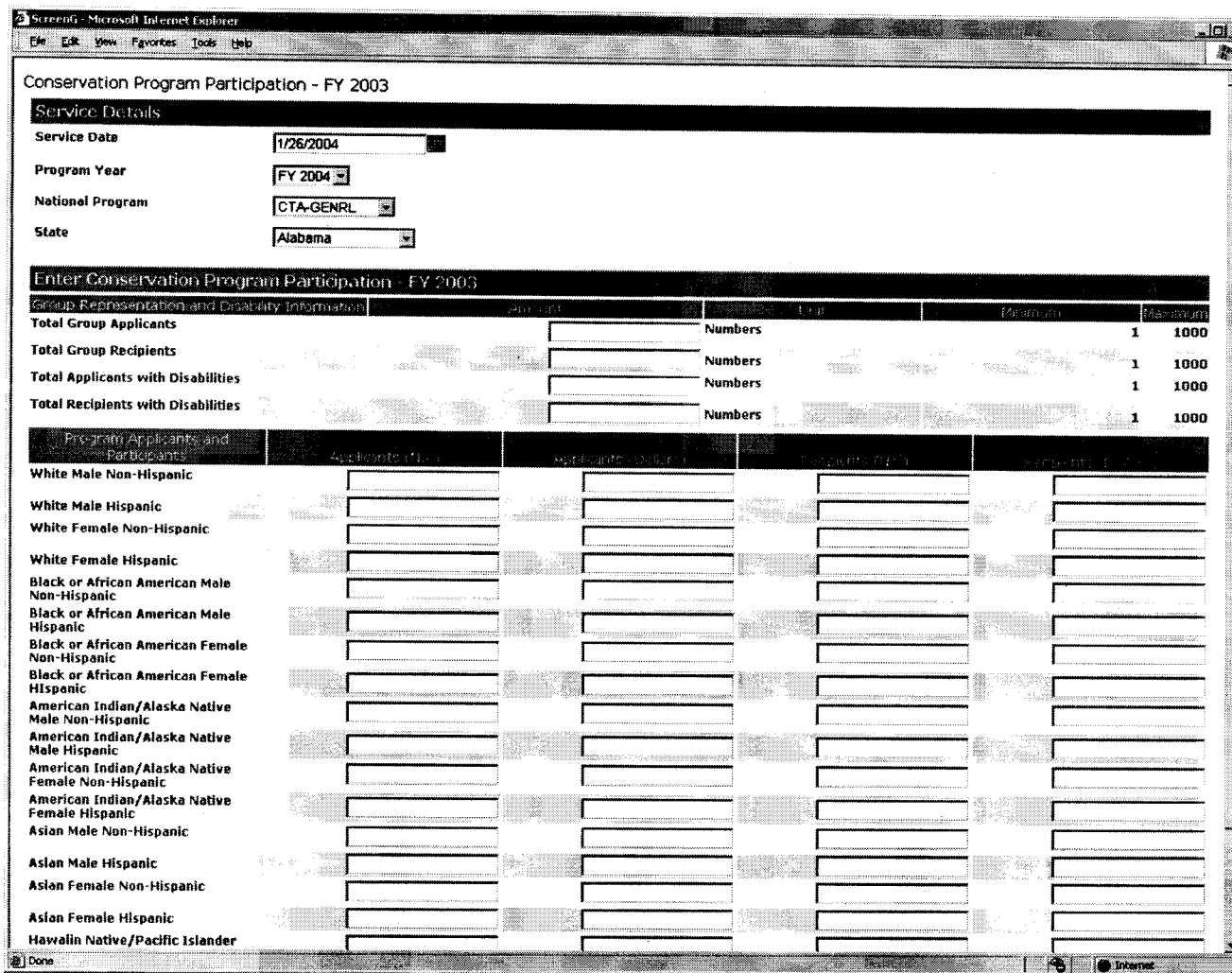


The image shows a screenshot of the WebCAAF Authentication and Authorization screen. At the top, there is a header with the USDA logo and the text "UNITED STATES DEPARTMENT OF AGRICULTURE". To the right of the header is a box labeled "WebCAAF Authentication and Authorization". Below the header, the text "Please enter your credentials:" is displayed. Underneath this text are two input fields: "User ID:" and "Password:". Below the "Password:" field is a "Login" button.

## Accessing Program Participation

From the PRS Home, click on the "Data Entry" main menu item. The Data Entry screen appears and displays the "Practice Data Entry Screen". On the Data Entry side menu, click on the "Program Participation" menu item.

The Program Participation data entry screen will appear:



Conservation Program Participation - FY 2003

**Service Details**

Service Date: 1/26/2004

Program Year: FY 2004

National Program: CTA-GENRL

State: Alabama

**Enter Conservation Program Participation - FY 2003**

Group Representation and Disability Information	Applicants	Recipients	Dollars	Maximum
Total Group Applicants		Numbers		1 1000
Total Group Recipients		Numbers		1 1000
Total Applicants with Disabilities		Numbers		1 1000
Total Recipients with Disabilities		Numbers		1 1000

Program Applicants and Recipients	Applicants	Recipients	Dollars	Maximum
White Male Non-Hispanic				
White Male Hispanic				
White Female Non-Hispanic				
White Female Hispanic				
Black or African American Male Non-Hispanic				
Black or African American Male Hispanic				
Black or African American Female Non-Hispanic				
Black or African American Female Hispanic				
American Indian/Alaska Native Male Non-Hispanic				
American Indian/Alaska Native Male Hispanic				
American Indian/Alaska Native Female Non-Hispanic				
American Indian/Alaska Native Female Hispanic				
Asian Male Non-Hispanic				
Asian Male Hispanic				
Asian Female Non-Hispanic				
Asian Female Hispanic				
Hawaiian Native/Pacific Islander				

You must select the program year, conservation program, and State. By default, the state will be selected based on the state listed in your profile, but you may choose any state.

Enter the number of applicants and recipients by race, gender, and ethnicity. Use care to enter only numbers in the numbers of applicants or recipients fields and only dollars in dollars of applicants or recipients fields.

To save your changes, click on the "Save" button.

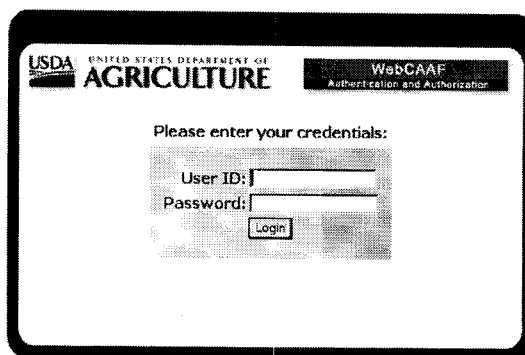
**NOTE:** If you leave this screen without first clicking on the "Save" button, your record will not be saved to the PRS database.

## About PRS Board Memberships

PRS allows you to track individual's board affiliations for reporting purposes. To do this, you access a customized version of the "Affiliates" web-application. From here you can identify various types of boards and associate people with these boards.

## Login to PRS

You must have a valid WebCAAF account in order to access the PRS data screens. Depending upon how you enter the PRS system, you may be presented with the WebCAAF Authentication and Authorization screen. Enter your User ID and Password to continue.



USDA UNITED STATES DEPARTMENT OF AGRICULTURE WebCAAF Authentication and Authorization

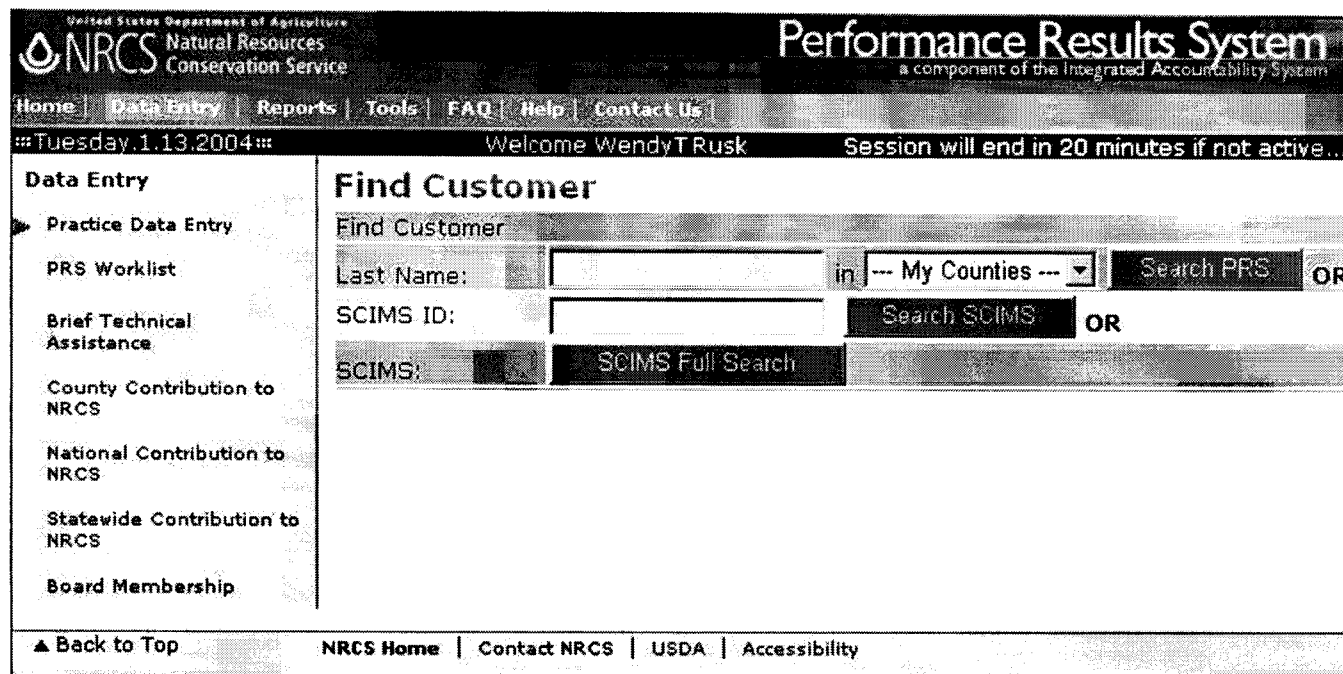
Please enter your credentials:

User ID:

Password:

## Accessing Board Memberships

From the PRS Home, click on the "Data Entry" main menu item. The Data Entry screen appears and displays the "Practice Data Entry Screen". On the Data Entry side menu, click on the "Board Membership" menu item.



United States Department of Agriculture  
**NRCS** Natural Resources Conservation Service

**Performance Results System**  
a component of the Integrated Accountability System

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**Data Entry**

- Practice Data Entry
- PRS Worklist
- Brief Technical Assistance
- County Contribution to NRCS
- National Contribution to NRCS
- Statewide Contribution to NRCS
- Board Membership**

**Find Customer**

Find Customer

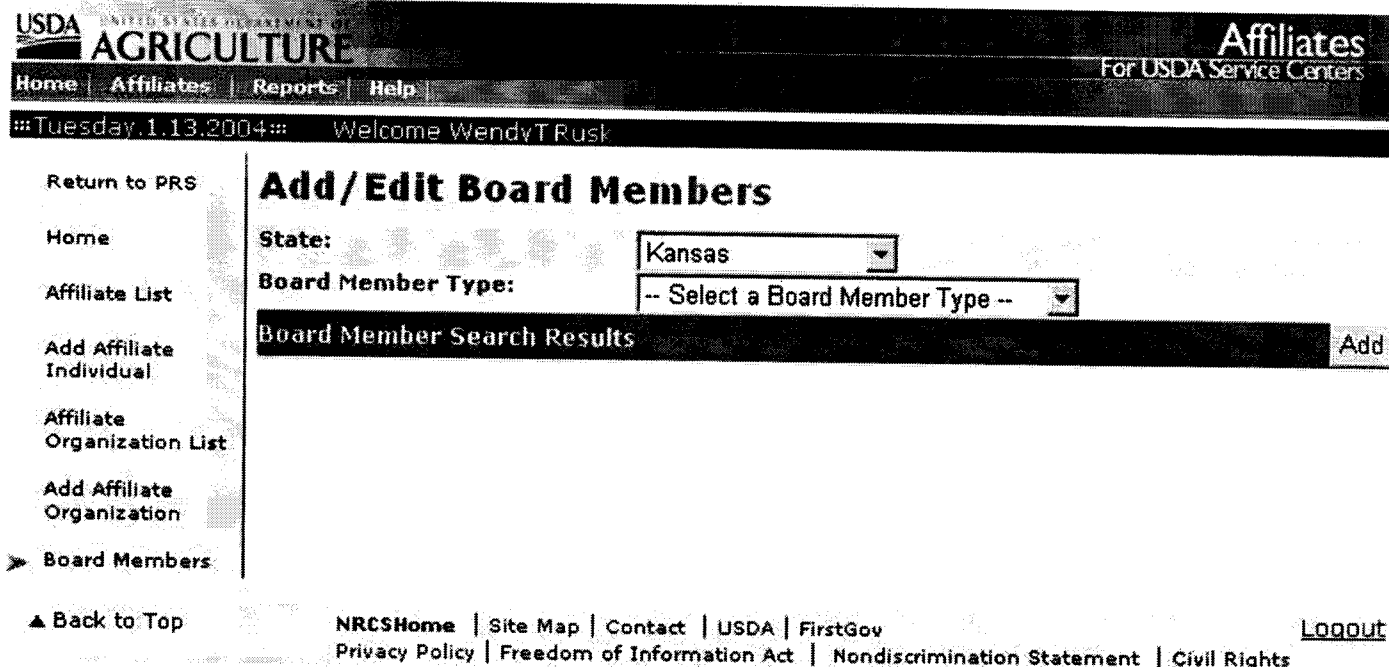
Last Name:  in  Search PRS OR

SCIMS ID:  Search SCIMS OR

SCIMS:  SCIMS Full Search

▲ Back to Top NRCS Home | Contact NRCS | USDA | Accessibility

The Add/Edit Board Members screen will appear:

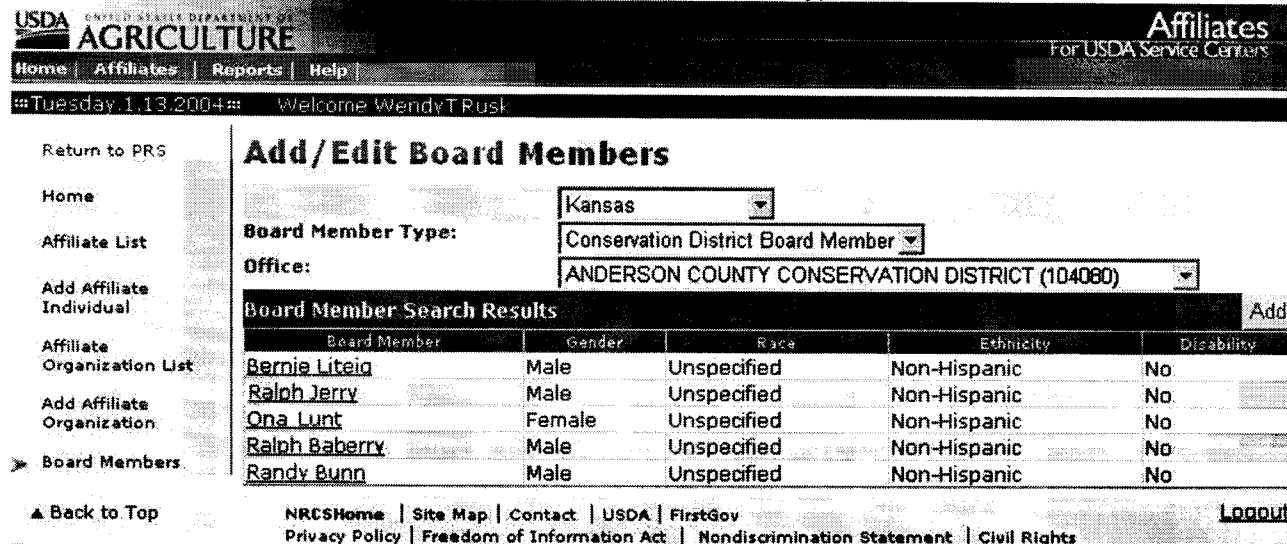


You must first pick a state and board member type. By default, the state will be selected based on the state listed in your profile, but you may choose any state.

There are three board member types: Conservation District Board Member, RC&D Board Member, and State Technical Committee Member. For Conservation District and RC&D boards, you must further select the office associated with the board.

NOTE: Offices for Conservation Districts and RC&D boards are maintained in the OIP system. If there is a problem with this data, you must contact your local state OIP coordinator to resolve this.


Once you have selected the state, type, and offices (if necessary), a list of board members will be displayed.



Board Member	Gender	Race	Ethnicity	Disability
Bernie Litea	Male	Unspecified	Non-Hispanic	No
Ralph Jerry	Male	Unspecified	Non-Hispanic	No
Ona Lunt	Female	Unspecified	Non-Hispanic	No
Ralph Baberry	Male	Unspecified	Non-Hispanic	No
Randy Bunn	Male	Unspecified	Non-Hispanic	No

## Adding a Board Member

To add a board member, first select the state, type, and office as described above. Then click on the “Add” button. The “Add/Edit Affiliate Individual” screen appears:


**USDA**  
**AGRICULTURE**

**AGRICULTURE**  
UNITED STATES OF AMERICA

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[Return to PRS](#)  
[Board Members](#)

### Add/Edit Affiliate Individual

**Affiliate Information:**  
 Last Name:  First Name:  M.I.:

**Affiliation Type:** ☒ Conservation District Board Member  
**Status:** ☐ Deactivated ☐ Bound to a web account

**Affiliate Organization** [Edit](#)  

Organization Name	Address	City	State	Zip	Phone
ANDERSON COUNTY CONSERVATION DISTRICT	6TH & ELM ST	GARNETT	KS	66032	(785)448-3128 ext. none

**Associated Federal Administrative Office** [Edit](#)  

Agency	Office ID	Site ID	Office Name	Address	City	State	Zip
Natural Resources Conservation Serv	61856	225	GARNETT SERVICE CENTER	6TH & ELM ST	GARNETT	KS	66032

**Race, Gender, Ethnicity, Disability Status (RSNOD):**  
 Please categorize the Affiliate in terms of race, sex, ethnic categories, and disability status below:  
 Does the Affiliate have a disability? ☐ Yes ☒ No  
 Gender: ☒ Female ☐ Male  
 Ethnicity: ☐ Hispanic or Latino (Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin)  
 Race: ☐ Black or African American ☐ White ☐ American Indian or Alaska Native ☐ Asian ☐ Hawaiian Native or Pacific Islander

[Save](#)

You must fill in the last name and first name fields in order to save the record. All other fields are optional, but you should fill in as much of the RSNOD<sup>1</sup> data as possible. The Affiliate Organization and Associated Federal Administrative Office data is pre-filled based on how you selected records on the Board Members screen, but you can change these data items by clicking on the appropriate “Edit” button. To save your changes, click on the “Save” button.

**NOTE:** If you leave this screen without first clicking on the “Save” button, your record will not be saved to the affiliates database.

<sup>1</sup> Race, Sex, Nationality/Origin, Disability

### Editing and Removing a Board Member

To edit a board members' information or to remove an individual from the board, first select the state, type, and office as described above. Then click on the name of the person you want to edit or remove. Once a person is added to a board, you cannot edit their name, but you can edit their Affiliate Organization, Associated Federal Administrative Office and RSNOD data.

To remove a person from a board, click on the "Deactivated" checkbox in the status column.

Status:

☒ Deactivated

☐ Bound to a web account